Automated Bellringer 1.0

–

Final Approving Authority User Role

May 1st, 2009

DCMA
Defense Contract Management Agency

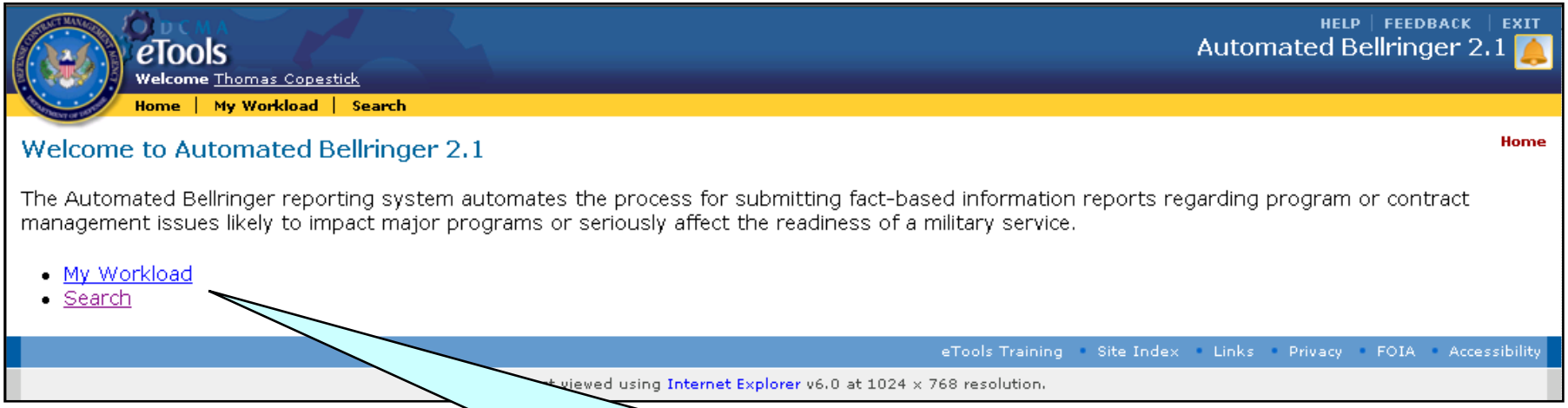
Overview of Final Approving Authority User Role

- **Users within this role have the ability to:**
  - **Search for and view all bellringers within the agency**
  - **View all bellringers waiting for Final Approving Decision**
  - **Submit Final Approving Decisions**

DCMA
Defense Contract Management Agency

Automated Bellringer: Welcome Screen

- **After launching the Automated Bellringer eTool, the first screen displayed is the Home screen.**


eTools
Welcome Thomas Copestick
HELP | FEEDBACK | EXIT
Automated Bellringer 2.1
Home | My Workload | Search
Welcome to Automated Bellringer 2.1
Home
The Automated Bellringer reporting system automates the process for submitting fact-based information reports regarding program or contract management issues likely to impact major programs or seriously affect the readiness of a military service.
My Workload
Search
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility
viewed using Internet Explorer v6.0 at 1024 x 768 resolution.

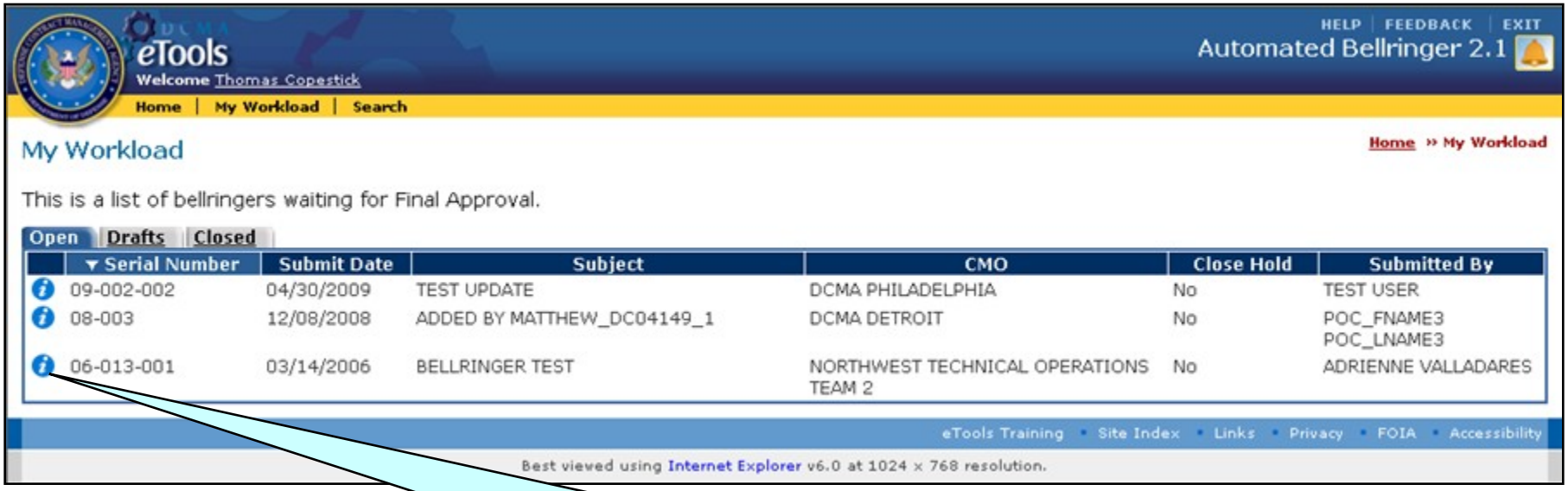
Click on “My Workload” to see all bellringers waiting for Final Approval.

Click on “Search” to look for a specific bellringer.

DCMA
Defense Contract Management Agency

Automated Bellringer: My Workload

- **The My Workload screen has three tabs:**
  - **Open Tab: Lists bellringers waiting for Final Approval.**
  - **Drafts Tab: Lists Draft Final Approvals.**
  - **Closed Tab: Lists all closed bellringers.**


eTools
Welcome Thomas Copestick
HELP | FEEDBACK | EXIT
Automated Bellringer 2.1
Home | My Workload | Search
My Workload
Home » My Workload
This is a list of bellringers waiting for Final Approval.
Open Drafts Closed
Serial Number | Submit Date | Subject | CMO | Close Hold | Submitted By
09-002-002 | 04/30/2009 | TEST UPDATE | DCMA PHILADELPHIA | No | TEST USER
08-003 | 12/08/2008 | ADDED BY MATTHEW_DC04149_1 | DCMA DETROIT | No | POC_FNAME3 POC_LNAME3
06-013-001 | 03/14/2006 | BELLRINGER TEST | NORTHWEST TECHNICAL OPERATIONS TEAM 2 | No | ADRIENNE VALLADARES
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility
Best viewed using Internet Explorer v6.0 at 1024 x 768 resolution.

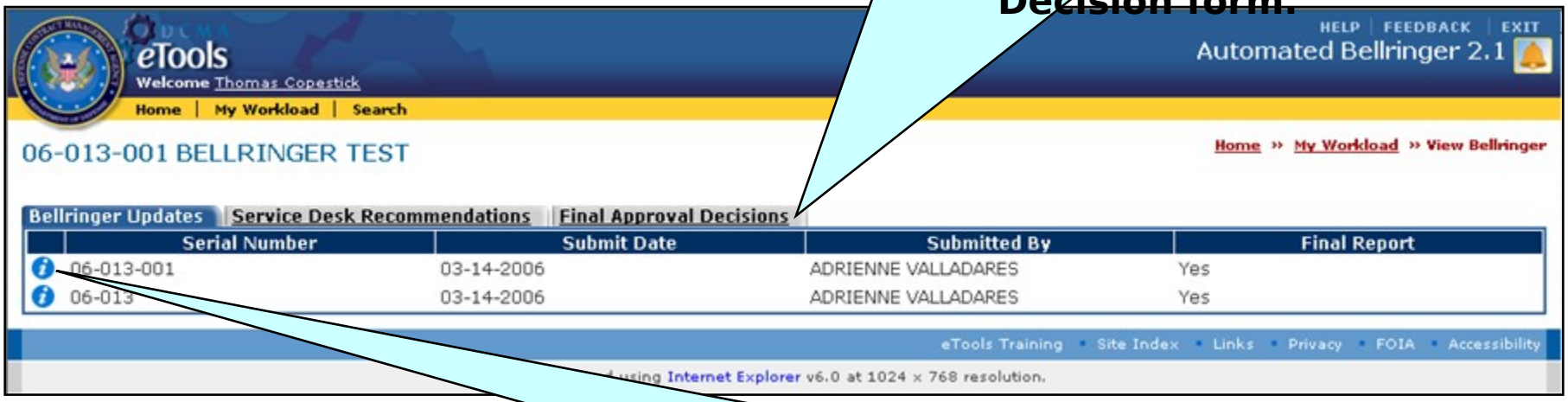
Click the view icon to go to the View Bellringer screen.

DCMA
Defense Contract Management Agency

Automated Bellringer: View Bellringer

- **The View Bellringer screen has three tabs:**
  - **Bellringer Updates: Lists the original bellringer plus all updates.**
  - **Service Desk Recommendations: Lists the Service Desk Recommendations for this bellringer.**
  - **Final Approval Decisions: Lists any previous Final Approval Decisions for this bellringer.**

Click the Final Approval Decisions tab to see the Final Approval Decision form.

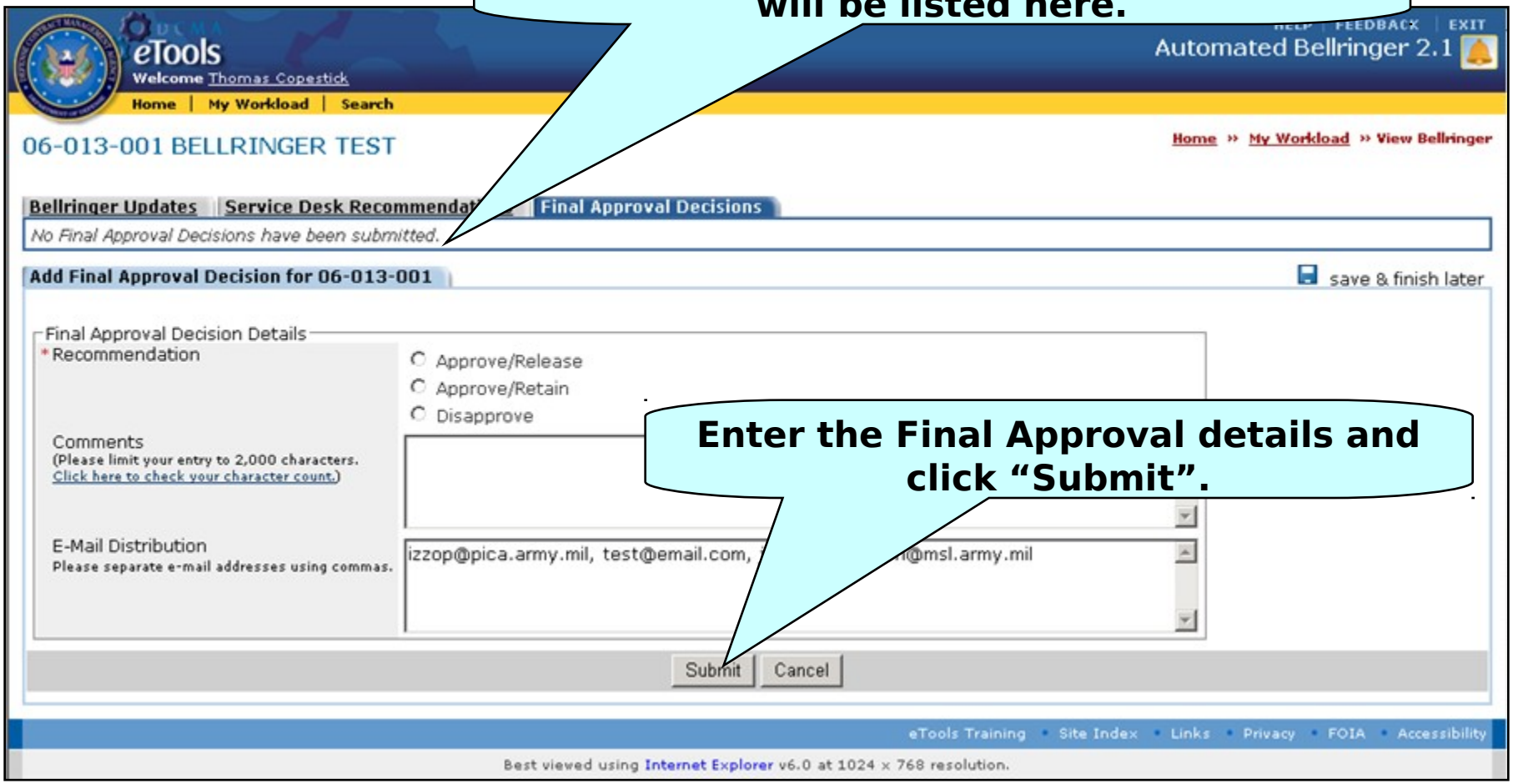


Click the view icon. A new window will open to display the bellringer details.

DCMA
Defense Contract Management Agency

Automated Bellringer: Final Approval Form

Any previous Final Approval Decisions will be listed here.

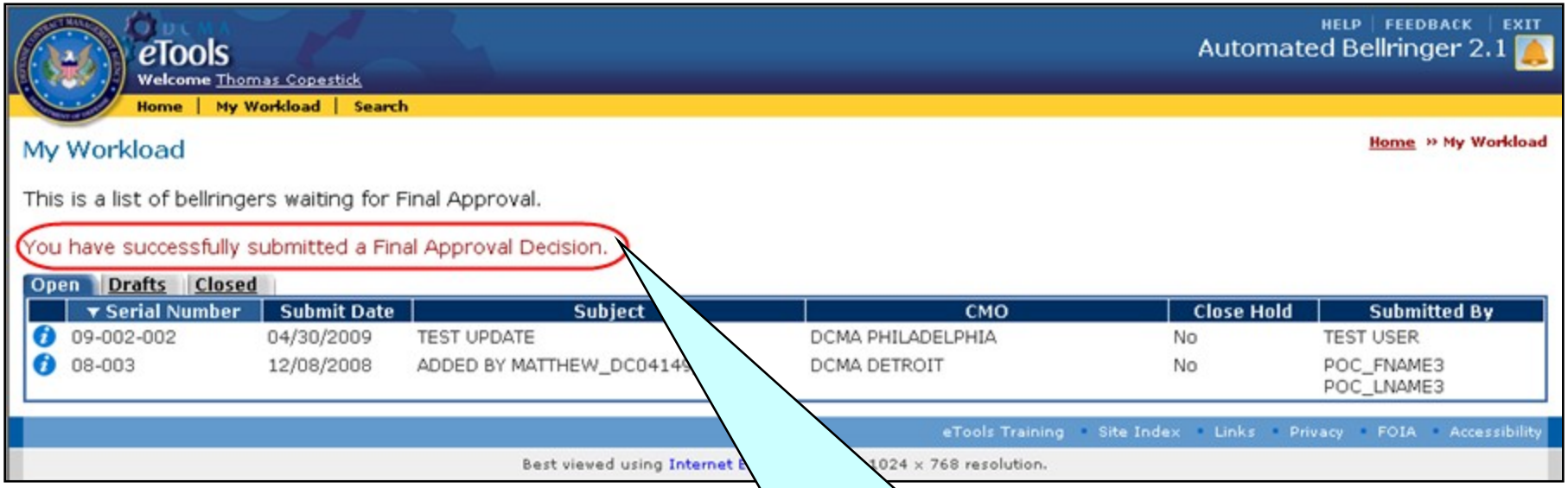


Enter the Final Approval details and click “Submit”.

DCMA
Defense Contract Management Agency

Automated Bellringer: Confirmation Message

- **After submitting a Final Approval Decision, the My Workload screen is displayed.**


eTools
Welcome Thomas Copestick
HELP | FEEDBACK | EXIT
Automated Bellringer 2.1
Home | My Workload | Search
My Workload
Home » My Workload
This is a list of bellringers waiting for Final Approval.
You have successfully submitted a Final Approval Decision.
Open | Drafts | Closed
Serial Number | Submit Date | Subject | CMO | Close Hold | Submitted By
09-002-002 | 04/30/2009 | TEST UPDATE | DCMA PHILADELPHIA | No | TEST USER
08-003 | 12/08/2008 | ADDED BY MATTHEW_DC04145 | DCMA DETROIT | No | POC_FNAME3 POC_LNAME3
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility
Best viewed using Internet E
1024 x 768 resolution.

Confirmation that a Final Approval Decision has been submitted.